

# ASCHA Resolutions, Process and Guidelines

## ASCHA Resolutions

Resolutions are a vital part of ASCHA's grassroots advocacy and reflect the will of the majority of the membership. An important part of ASCHA's Annual General Meeting (A.G.M.) is the opportunity for members to put forward resolutions for debate. Resolutions are a mechanism for members to formally influence and voice the Association's longer term and larger advocacy efforts. This process sends clear directives to decision makers on the steps ASCHA will take towards major issues.

Resolutions are to be submitted in accordance with ASCHA's bylaws:

### "4.2.8 Resolutions:

- a) *Resolutions may be presented by Regular Members, the Board, Regions and industry professional associations as approved by the Board.*
- b) *Emergent Resolutions submitted to the A.G.M. or Special Meeting must be in writing and be presented to the Association. Any such Resolutions must have the approval of the Regular Members in attendance at the A.G.M. or Special Meeting to allow them to be brought forward."*

The **ASCHA Resolution Guidelines** articulate the format, contents and considerations to be included in the development of a resolution. In addition, the ASCHA Resolution Guidelines set out **specific criteria** required of ASCHA resolutions.

**NOTE: Resolutions that do not meet the ASCHA Resolution Guidelines and specific criteria, cannot be debated at the Annual General Meeting, regardless if they were presented as an official submission, or received from the floor.**

**Note: Emerging issues** are different than resolutions as they are submitted by members as they arise during the year concerning immediate needs and operational concerns, using the **Member Emerging Issues Form**. Emerging issues may require immediate actions or positions without time for member consultation. These issues may include new government initiatives, new regulations/policies, member concerns or workforce issues. ASCHA will sometimes collaborate with the media to take short-term action or distribute information in accordance with the ASCHA Communications Strategy.

## ASCHA Resolution Process

The following steps frame the process of submitting an ASCHA resolution:

### 1. Develop Draft Resolution

Determine and develop the issue for a draft resolution using the **ASCHA Resolution Guidelines**. Ensure the resolution criteria have been met. Gather information, ideas and perspectives through consultation with other members to strengthen and gain support for your resolution.

### 2. Submit to ASCHA

Submit the draft resolution to ASCHA by email. After a draft resolution is received by the ASCHA Resolution Committee, it will enter a consultation phase between the member and ASCHA to prepare it for possible presentation at the Region Meetings and then possible incorporation into the 30-Day Prior to the A.G.M. Package for presentation at the (A.G.M.).

Ongoing two-way conversations with the ASCHA Executive Director or Chair of the Resolutions Committee can ensure that you are in a better position to submit a successful resolution. They can provide useful information, to ensure it benefits from a wide range of views, such as:

- a. Aligning a resolution with principled positions etc. and/or noting if similar resolutions are being developed
- b. Accessibility to supporting facts/statistics/evidence
- c. Opinions on how to best position your resolution for favourable receipt by the government – i.e. some issues may have traction, others may be deferred due to competing priorities or ideologies
- d. Options for expected outcomes and proposed timelines

This part of the process allows for any editing and further consultation with members or subject matter experts. Once the draft resolution is signed off by the organization's CEO and Board Chair or equivalent Leader, it is ready for presentation at ASCHA meetings.

### 3. Consultation Process

The organization may raise the draft resolution at the Region Meetings to gain the support of the membership in preparation for it being refined and presented at the (A.G.M.).

Information from the various regions can help support the issue's provincial relevance and provide additional information and suggestions to strengthen the draft resolution. Anything primarily focused in any one area must be clearly argued to show why the resolution is so important that an exception should be made for it to be adopted by the industry. The extent of the consultation process will be determined by the complexity of the resolution and the changes that may need to take place, in addition to the various impacts anticipated if the resolution is approved.

During this consultation and refinement stage, the ASCHA Executive Director and Chair of the Resolutions Committee will continue to assist the member organization in the process. The author of the resolution is typically the member organization and their two declared contacts are responsible for retaining all draft versions of their submitted resolution.

### 4. ASCHA A.G.M.

Following a final consultation with the ASCHA Resolution Committee, the signed and approved final draft is to be submitted as per the published submission deadline to ASCHA for inclusion in the 30-Day Prior to the A.G.M. Package sent to members in advance of the (A.G.M.). This version will be deemed the approved final draft of the document by both the author (CEO and Board Chair or equivalent Leader) and the Chair of the ASCHA Resolution Committee. **Should the final resolution with all signatures not be available at the time of publication of the 30-Day Prior Package, it will not be incorporated.**

Once signed, the author will be held responsible for any misrepresentations, errors or omissions that may be noted after their resolution is submitted to the (A.G.M.). The organization may be called upon at the (A.G.M.) to provide former drafts and edited versions should there be any discrepancy regarding the version submitted for presentation at the (A.G.M.).

### 5. Approval

Following the approval of the resolution by the majority of the membership at the (A.G.M.), it becomes officially approved by the association. Approved resolutions will be effective for three (3) years. The expiration date will be included on all approved resolutions. ASCHA acknowledges that some issues are complex and may have multiple considerations that will need to be addressed or phased-in over a longer period of time, and may be brought back to the membership to extend its lifespan.

Approved resolutions will be incorporated into the Association's advocacy approach and direction each year. They will be presented to the appropriate ministries, ministers and government officials for response and action. Administration may further action a resolution through stakeholders, the media and other communication channels.

At regular intervals, ASCHA will keep its membership informed on the progress of the advocacy initiatives and actions outlined in all approved resolutions. In addition, an annual update on active approved resolutions will be provided at every (A.G.M.).



## ASCHA Resolution Guidelines

The ASCHA Resolution Guidelines outlines important considerations to guide member organizations through the development of draft resolutions. It defines the resolution criteria and is an important tool in setting out expectations for drafting the resolution. These guidelines will enable your organization to present a well thought-out resolution that will encourage informed and meaningful debate at our Annual General Meeting (A.G.M.). A clearly articulated and specific resolution with evidentiary support will more likely be supported by members, and seriously considered of importance, eliciting a more direct response from government and stakeholders.

**Note: Be sure to consider the consultation and editing time needed to ensure the published submission deadline can be met.**

## Required Format

The Resolution Format is to be laid out as follows:

1. Title – the title you give your resolution should be clear as to what the resolution pertains to.
2. Issue Statement – the issue should be clearly articulated in 2 - 3 sentences.
3. Background – this is where you expand on the issue statement by building facts and evidence to support the issue statement. The background should include all references to Acts, Legislation, etc., and external sources should be cited
4. Impacts – this section should articulate what the impacts are to residents/tenants, industry, region, cost impacts (funding, expenditures), etc.
5. Recommended Action – this is the ‘ask’ and needs to be specific as to what action is to be undertaken, by whom, by when, the financial impacts (positive and/or negative) on the affected parties, the proposed source of funding/assistance, and the expected outcome with proposed timelines.
6. Organizational Details – Names of CEO and Board Chair or equivalent Leader, phone numbers and emails for both. Sign off is required by both.

## Required Criteria

**ALL** resolutions must meet the following criteria in order to be debated at the (A.G.M.):

- a. The resolution must have federal, provincial and/or municipal jurisdiction and significance
- b. The issue must be current, timely, require action and outline an expected timeframe
- c. The resolution must be within the authority of the decision makers responsible to address the issue
- d. The resolution must be supported by factual and evidentiary information to enable anyone to make a well-informed decision
- e. The resolution must be inclusive and represent fairness to the entire ASCHA membership, and it may not align one sector, housing type or region against another; *if not*, it must clearly build a case for the industry at large to support the outcome
- f. The resolution must state the key impacts (positive or negative) to residents and/or tenants, industry and other (e.g. ASCHA)
- g. The resolution must include the main contact names, emails, contact numbers and signatures of the CEO and Board Chair or equivalent Leader on the submission

## Steps to Creating a Resolution:

### 1. Title

The title of the resolution should clearly identify what the resolution is about.

### 2. Issue Statement – (*whereas clauses are not required*)

In plain, specific and deliberate language, define the issue (i.e. problem or opportunity) that needs to be addressed.

Consider the issue statement and justifications and be clear about the boundaries of what the resolution will and will not be able to resolve.

### **3. Background**

Develop the background by considering how the issue aligns with ASCHA's Noble Cause, Strategic Direction, Principled Positions, Purpose, and Values. If the issue relates to any policies, legislation, regulations, etc., cite actual references, correct names, amendment dates, bill numbers etc. and explain what further action is required. If the resolution relates to a previous ASCHA resolution, provide additional information and facts in support of, or build a case in conflict of, the previous resolution. All resolutions should frame clear evidence for association and/or industry strategic direction or change.

### **4. Impacts**

Spend time gathering and analyzing what you and other members currently know about the problem, its impacts to residents and/or tenants, industry, and/or specific regions. State the expected financial impacts to revenue and/or expenditure, to whom and the proposed source of funding/assistance. This tells the story in a way that brings the impact directly to the heart of the individual being served. Consider what advocacy efforts may already be underway and how this resolution will impact them. Solicit initial feedback, ideas and perspectives from other members. Provide enough concise information to build the case for the "ask". Ensure that the focus is solely on the issue without distracting or confusing information.

### **5. Recommended Action**

The previous two steps have provided all the background information and impacts. This will enable you to clearly state the specific action to be undertaken by whom to meet the required outcome and the proposed expectations of when this will be completed.

### **6. Organizational Details**

The names of organization's CEO and Board Chair or equivalent Leader, with current contact numbers and emails for both, will be required for a resolution to be accepted. In addition, sign off by both the organization's CEO and Board Chair or equivalent Leader will be required.

By following the guidelines, you should have a well-researched, thorough and concise resolution to bring forward for debate at the (A.G.M.). ASCHA is here to help you through your resolution drafting process. Should you have any questions, please feel free to contact us at [ascha@ascha.com](mailto:ascha@ascha.com).

